



STATE BOARD OF CORRECTIONS

POLICY NUMBER: 10-3

SUBJECT: Equal Employment Opportunity

DATE: July 16, 2003

- 10-3.1 **POLICY.** The Board of Corrections supports the policy of the Commonwealth of Virginia to assure equal opportunity in all facets of state government.

The Director of the Department of Corrections shall ensure that operating procedures and practices reflect sound personnel management providing equal employment opportunity for all. Selection procedures and practices shall emphasize the recruitment of qualified minorities and women to serve at all levels within the Department and ensure equal employment opportunity for disabled persons and older Virginians. This policy does not permit or require the lowering of bona fide job requirements, performance standards, or qualifications in order to give preference to any state employee or applicant for state government.

- 10-3.2 **AUTHORITY.** Code of Virginia, Sections

53.1-5, Powers and Duties of Board

53.1-10, Powers and Duties of Director

Executive Order Number One (02)

- 10-3.3 **REFERENCES.** None.

- 10-3.4 **IMPLEMENTING PROCEDURES.** Department Operating Procedures

Department Procedure 5-2, Equal Employment Opportunity

Department Procedure 5-7, Recruitment, Selection of Employees

- 10-3.5 **EFFECTIVE DATE.** July 16, 2003.

- 10-3.6 **SUPERSESSSION.** This policy supersedes Board Policy 10-3, dated September 17, 1998.

- 10-3.7 **REVIEW DATE.** This policy must be reviewed and updated as necessary.

Adopted by the Board of Corrections on May 21, 2003.

Signature Copy on File

Sterling C. Proffitt
Acting Chairman
Board of Corrections